

**Wallingford Police Station Steering Committee Minutes
REGULAR MEETING**

**Thursday October 13, 2022 @ 10AM
Wallingford Public Library
200 North Main Street
Collins Room, Lower Level**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Jon Walworth (arrived at 10:20 am), John Ventura, Police Chief, Anthony DeMaio, Deputy Chief of Police, William Wright, Retired Police Chief (left at 10:40 am), Richard Heidgerd, Retired Fire Chief, Jeff Anderson, Downes Construction, Jeff Vosburghh, Downes Construction, Brian Humes, Jacunski Humes, Joe Verellia, IT Administration, Ryan Patrick, Downes Construction.

Call to Order

The meeting was called to order at 10:10 a.m.

Agenda Items

1. Approve/accept the minutes from the September 8, 2022, Regular Meeting

A motion was made to approve/accept the minutes from the September 8, 2022, Regular Meeting

Made by: Bill Wright

Seconded by: Rich Heidgerd

Votes: Unanimous to approve

2. Public Comment - none
3. Update from Police Department – Chief Ventura

Chief Ventura reported that the color schemes have been picked out for the entire building. Everything suggested by Anne from Jacunski Humes was approved. He stated that he was impressed.

4. Update from Design Team – Jacunski Humes

Brian Humes reported that they have provided drawings and specifications for the building department. He reported that Downes coordinated the permit application before October 1st. They are now coordinating with Downes on bidding which is a separate track. They got documents from the code reviewer which is a requirement of the building department. He reported that they have the results of the environmental testing and found that there is asbestos in the building, but it's very limited. They found some tiles in one area, the office next to the loading dock. The abatement will be added to the project scope. They found lead present but it is really not a concern for cost, just for information. It will be removed with construction debris. Ms. Kapushinski added that it is below the toxic level. Mr. Humes reported that the draft report on PCB testing was released. He recommended that the town not continue further PCB

testing. It is not a requirement in this State. PCBs may be present in caulking and masonry. It can create a domino effect. He suggested making the draft report disappear. Mr. Anderson agreed that since this is not a school, it should not be a concern. The debris is disposed of. Ms. Kapushinski stated that the testing was to avoid delays during construction demolition. Since it's not required, she agreed to not spend more money on it. There was a question on whether the asbestos report was complete and if further work is required. Mr. Anderson stated that they can add to the bidding process, quotes on the removal of asbestos fittings that they might find in the walls during demolition. Mr. Humes added that the last thing, as part of the P&Z approval, is a re-submittal due to the conditions of approval. That will be done next week. He noted that he hasn't heard anything from Versteeg yet

5. Update from Construction Manager – Downes

Jeff Anderson stated that they will move forward with re-soliciting quotes for the pre-purchase of the gear to try to pick up some time. He noted that he has seen a significant variation in time frames on quotes. He will share the quotes with this committee. Mr. Anderson has been working on the bid documents with Ms. Kapushinski and the Purchasing Department with the intent of using the Town's purchasing software. They are notifying contractors that the bid is coming. They are looking at the scopes of work using the drawings provided by Jacunski Humes to ensure the scopes are as accurate as possible. They are currently waiting for updated drawings and will be ready to go out to bid next week. The week after that would be the pre-bid walk-through so they can see the existing conditions. The ball is rolling to get to the GMP, though it sounds like they won't be ready to bring it to Council until January. He stated that he is comfortable that there is enough time to generate a GMP that will hopefully have some money coming back to the Town at the end of the job. Mr. Anderson stated that they have done a 90 or 95% CD estimate based on the drawings and unfortunately they are tracking higher due to the marker for materials trending upwards. He stated that the original escalation prediction of 2% is going up to 4 or 4.5%. He encouraged going to bid to get hard numbers.

Jon Walworth asked what the Town's vulnerability to price increases part way through the project. Mr. Anderson replied that they have robust statements in their bid documents and contracts about escalation. He has seen contractors come back when there are supply chain issues. Mr. Walworth asked about contingencies for potential inflationary issues. Mr. Anderson replied that they haven't done that. The GMP has a construction contingency. They will manage issues that are their fault such as mis-scoping an item. There are also allowances in the GMP that are driven by scope review. For example, a contractor notifies them something is missing in the scope. They are responsible for covering that with that allowance. He stated that they have not been adding escalation contingencies. The bids are good for 90 days. There will always be some level of vulnerability.

Ms. Kapushinski asked about the building permit fee. She stated that they need the written request so they can get authorization to pay it. Mr. Vosburgh said that they would get a hard number on that and get a check cut. They will base it on the estimate.

Ms. Kapushinski asked about the issue of Purchasing being against Downes self-performing some trees. Mr. Anderson replied that Downes Construction will submit a bid for the packages

that they would typically self-perform. Ms. Kapushinski stated that it might not be acceptable either. It has been referred to the Purchasing and Law Departments. Mr. Anderson explained that a bidder for carpentry work has to include a bond and their own insurance, supervision, and markup. If they do it, they can manage the carpenters with the supervision already on site within the bond they will provide to the town. This will result in cost savings for the town. That doesn't mean that they will be the low bidder. He added that they can manage it either way.

Regarding the bid waiver, Ms. Kapushinski noted that Downes will be getting two quotes for the equipment. She asked how the committee wants to handle it. Is it okay for Downes to submit them with a cover letter with the bid they recommend and why? Mr. Walworth agreed. Ms. Kapushinski reminded the committee that the bid waiver gives Downes the ability to determine who to solicit for quotes. Mr. Anderson explained that they partner with an electrician and will go to the two national vendors for electrical switch gears. Those vendors will supply a quote from a local supply house. He will share the quotes from the third-party suppliers after they have been reviewed by IES (Jacunski Humes engineering firm). He verified that the recommendation will consider the timeline, not just the cost. He explained that there are some additional hours for things like the transformer and a coordination study. He expects to bring quotes to the next meeting and suggested a special meeting before the November 10th meeting.

6. Discussion and possible action regarding Bid for Owner's Construction Representative Services for the Construction and Renovations for New Police Station – Kapushinski

Ms. Kapushinski reported that all committee members except for Vincent Cervoni have reviewed the two bidders. She announced that Fred Russo is the successful bidder. As a whole, the committee ranked them higher.

Motion to recommend awarding the bid for Owner's Construction Representative Services for the Construction and Renovations for New Police Station to JR Russo, LLC.

Made by: Mr. Heidgerd

Seconded by: Mr. Walworth

Votes: Unanimous to approve by voting members Heidgerd, Walworth, and Kapushinski.

7. Discussion regarding results of Environmental Testing Services – Kapushinski

Ms. Kapushinski recapped that PCBs are not required to be tested because this is not a State or Federally funded project. So we will not proceed with that testing. Asbestos was found in one office and Downes will include removal in the bid documents. She noted that lead was found but was below toxic levels so instead of abatement, it will be part of a safety plan.

Mr. Walworth asked if there are any general warnings that would be appropriate as far as PCBs. Mr. Anderson replied that he only has experience in this area with school projects. Mr. Walworth noted that the draft report stated that it could be there but no testing was done. He recommended that it not be done. He suspected that it might be in the caulking around the windows which will not be a risk for the contractors. Mr. Anderson noted that the demolition contractor will take the windows and caulking out.

Ms. Kapushinski added that also discussed was the asbestos testing which was only in visible areas. There will be an allowance if a fitting is found that needs to be tested, it can happen during construction. Mr. Anderson suggested talking to Environment to come up with the terminology for the bid and suggested carrying an allowance for it.

Ms. Kapushinski reported that the results of the site environmental testing were also received. Low levels of arsenic were found, but below the remedial criteria. No herbicides were detected. Pesticides were detected in two samples but below the industrial and commercial direct exposure levels. There is no remedial action. Assuming there are no major contaminants, Mr. Anderson suggested that any remaining demo material be buried on-site in a berm or taken to another Town property that can take that material. That would save the Town money. He asked if there is a location in town that could be used. Ms. Kapushinski agreed to check with Mr. Baltramaitis. She will also check on the export volume calculation of 2,000 yards with Juliano's numbers.

8. Discussion and possible action regarding the proposed tower at 100 Barnes Road – Kapushinski

Since the entire committee is not present, Ms. Kapushinski suggested a special meeting to discuss the tower and the switch gear quotes. She noted that included in the backup materials is an email with Norcom's findings for the tower. She reported that they met with Tony Buccheri and came up with another possible option that needs to be discussed. Ms. Kapushinski stated that she will work on scheduling the meeting.

Mr. Walworth noted that they talked about what's going to happen with the current building. A lot of the Tower discussion hinges on what happens to 135 North Main. So before there is a tower discussion, we need a real answer to whether the Town is going to keep it. Ms. Kapushinski stated that we can't wait for the tower discussion and won't have that answer. Mr. Walworth stated that if it doesn't stay that changes the whole proposal. Ms. Kapushinski agreed that we need to discuss the implications and that we need to start the conversation. She stated that so far it appears that the tower will be staying at 135 North Main. Whether or not the building remains a town building is separate. Mr. Walworth noted that the Council will have to be involved in that decision. Mr. Walworth noted that since the generator is on one side and the tower on the other, the building will need to stay in the control of the Town. Mr. Walworth it's the generator, the UPS, the basement room, and the tower. Ms. Kapushinski reminded the committee that what happens to 135 North Main is out of our scope. Mr. Walworth noted that for transparency we should notify those making decisions that all these components are remaining on site. Ms. Kapushinski added that once this committee and the Police Department can determine what the implications are, that information can be provided to the administration. Our job is to gather the information and present it. She added that there is some discussion of whether the tower is needed at 100 Barnes Road and if there are other options, like fiber. She noted that the new tower would communicate with the Cook Hill firehouse. It was noted that all the towers have to stay in place. Mr. Anderson stated that we are bidding a package for the tower and the foundation. Ms. Kapushinski asked if that was a soft cost. She summarized the discussion that the work is already done to include the tower in the bid package. Mr. Anderson noted that Norcom is working through Motorola Solutions, so you are not getting a quote from Norcom, but from Motorola Solutions. So we don't have the information to bid on a new tower yet. Ms. Kapushinski stated that she thought it was being handled separately. She stated that they need to get some better direction and this can be further discussed at the special meeting. We need all the options. We can't get rid of the tower at 135 North Main as it provides communication for the whole town. Joe Verellia noted that part of the confusion is that it is not radio but IP based. Mr. Anderson noted that since they

don't have all the information, they won't bid a tower package at this point.

9. Subcommittee Updates

Budget – Ms. Kapushinski reviewed the invoices she has paid, has received, and is expecting. That leaves about \$445,000 in the bond appropriation and the electrical switch gear will be purchased from this pot of money. We are expecting between \$80,000 and \$100,000 for that.

Mr. Anderson distributed copies and provided an update on the CD budget. It is a 90 or 95% CD estimate, as it's not based on the final construction documents. We are still carrying a 2% design and estimating contingency because we are not looking at the final drawings. He directed the committee to the CD columns on the first page. He noted that they are still carrying the 3.5% construction contingency that will carry into the GMP and that they have upgraded the escalation costs to 4% instead of 2%. This is to try to predict the escalation before we award contracts. The total construction cost now is about \$27.9 million. This does not include soft costs. He explained the soft costs on the second page. He stated that they are still carrying the \$1M for the radio communications dispatch consoles. He explained the adjustments to the soft costs. The Geotechnical engineering was zeroed out because it was in the architectural fees which saved \$10,000. The Video Simulation was reduced to \$40,000 from \$50,000. The total project cost now is predicted as \$32,806,693 which is a \$2.3M increase over the last time it was presented. Mr. Anderson reviewed the variances. One of the shortfalls between variances between DD and CD was the increase in escalation, which works out to be about \$600,000. The other big variance is related to MEP. He stated that they use a third-party MEP estimator because it's a moving target. One difference is the full-depth profile replacement of the parking lot is now included in the base scope.

Ms. Kapushinski asked if the general conditions and the staffing number will come down since we got the bid waiver. Mr. Anderson replied that since the project has gone up to closer to \$28M for hard costs, they have changed their project engineer staffing to full-time to manage the additional volume. This does not include any schedule changes to the 15 months. He added that the amount of work that they are processing in the same period has increased from a scope perspective. There is a significant amount of time related to procurement. He is willing to discuss this further and provide a response in writing. He stated that ultimately the GMP is going to account for everything that they know at that time. We have to be comfortable that we will be able to complete it. This job is significantly more than it was at the RFP stage. The contract will be amended by the GMP amendment.

Regarding the GMP amendment, Ms. Kapushinski asked if the committee members can review the sample GMP so they understand it. She has copies of the sample that she can distribute. Mr. Anderson offered to give an overview.

Mr. Anderson stated that they intend to get as much competition in bids as possible. He noted that there are a lot of projects being bid right now, which might affect the number of bids we get. They may recommend postponements on some bids.

Mr. Walworth asked if the schedule is likely to change until January when it is perfected. Mr. Anderson replied that yes, it is perfected when the trades are onboard. Right now it looks like a month will be added at the end. They will have a baseline bid schedule in the next week. There may be schedule adjustments after they get through bidding and scope review. Mr. Walworth asked to be copied.

Regarding Schedule, Ms. Kapushinski gave the update that the bond ordinance will not be heard until the January meeting. It was noted that we will have to be careful as it relates to the 90-day bid cycle. She noted that the bid documents will need to be reviewed by Purchasing and we can work on the timeline after that. Mr. Anderson stated that they would like to be with Purchasing the day that the bids go out so they know who is getting what. Ms. Kapushinski also noted that we will need to vote on a meeting schedule for 2023 at the next meeting. She asked if once a month would still be appropriate during construction. Mr. Walworth asked Mr. Anderson if there will be a point where they need more decisions by the building committee. Mr. Anderson stated that some building committees allow a finance subcommittee to review change order proposals. In some cases, we can't wait a month for a decision. There will be a construction contingency in the GMP and they will report expenditures. If there are unforeseen conditions, they will need some sort of agreement on how to expedite the solution. For example, if they open up a wall and find asbestos. Ms. Kapushinski stated that we will stay with meetings once a month and hold special meetings when they are needed. Mr. Anderson suggested a finance committee that meets bi-weekly to help provide transparency. It was noted that the committee doesn't have the final say, but makes recommendations to the purchasing agent. Mr. Humes suggested that for anything \$5,000 or less the architect and project manager have approval. For anything up to \$10,000 or \$15,000 you need the approval of the chair, anything over that goes to the full committee. It was recommended that the approval process be established before construction starts. Jim Russo needs to be added to the equation. Ms. Kapushinski asked Mr. Walworth to draft the process.

10. Other business

Mr. Anderson provided a synopsis of the GMP. It's an AIA document, a formal amendment to the existing contract agreement. It consists of 4 pages. It refers to the attachments that are the meat and potatoes. The first attachment is the Guaranteed Maximum Price. It outlines the trade packages, the contractors, the values, and the total. Below that are allowances for things that come up via scope review or after bids come in. The next section is the alternates, the outline of costs related to bids for alternates. Then the schedule. Then the list of specifications and the drawings. Then an allowance section that shows what was included in the trade packages to manage construction. The assumptions and clarifications section is last. He noted that it may have more project-specific assumptions and clarifications than appear in the sample. He added that the sample has a budget for the project to show the confirmed amendment 1 to show the impact of bids on the phases of the project. He noted that the general summary will be the budget update.

Ms. Kapushinski suggested that any questions be sent to her and she will compile them. In

answer to a question, she replied that the Law Department would be involved in the review as well as Mr. Donofrio. Mr. Anderson added that they often get questions on the assumptions. There are a lot of standard assumptions as well as some project-specific ones. He'd like to get as many of the questions out of the way now to make it quicker on the back end. Mr. Walworth asked if they could see a draft GMP without numbers in December, Mr. Anderson noted that he could do that but the assumptions evolve up to the last minute. Ms. Kapushinski stated that at the November meeting we can go over any questions on this sample GMP. In December when we get our GMP, Mr. Anderson can point out what is different and the project-specific assumptions.

Mr. Walworth asked when Jim Russo will be brought on board. Ms. Kapushinski replied whenever we want him. She will check and see if the bid was for him to be involved in pre-construction.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Cheryl-Ann Tubby
Recording Secretary